

**AGIC 2020 Conference Committee Meeting Notes**  
**Thursday, July 16, 2020**  
**10:00 am**

**In Attendance:**

Kevin Blake  
Robert Bush  
Patrick Connolly-Boutin  
Mary Cook-Hurley  
Jami Dennis  
Shawny Ekadis  
Seth Franzman  
Nicole Funicello  
Teresa Gregory  
Jason Howard  
James Lambert  
Shea Lemar  
Jenna Leveille  
Aryn Musgrave  
Jennifer Psillas  
Aparna Thatte  
Steve Whitney  
Jeff Wilkerson  
Troy Wiora

**Committee coordination and meeting operation:**

- No discussion.

**Action Items:**

None.

**Outreach Committee Report:**

- Looking at social media management software, for interacting with attendees during the conference.
- Willing to help coordinate networking opportunities for the conference.

**Action Items:**

None.

**Budget:**

- Need a new PO for the meeting planners.

**Action Items:**

Jenna – Coordinate a meeting with the meeting planners.

**Venue coordination:**

- Meeting planner organization items –
  - PO amount.
  - 2021 dates at the Prescott Resort.
  - Hand-on workshop charges to attendees.
  - Sponsor charges.
  - Misc. costs, e.g. additional software needs.
- Standard week of the year –
  - Consider the last week of August?
    - Which would include the first part of September.
  - Poll folks on this, and note that –
    - October is out, due to the Federal Fiscal Year timing.
    - September is out, due to NSGIC
    - The last week of August, which would include the first days of September in most cases, is a good candidate.
      - It would be the week before the Labor Day holiday weekend though.
    - The last full week of August is also a good candidate.
      - It may be too close to the start of school though.

**Action items:**

Jenna/Steve – Set up a meeting with the meeting planners.

??? – Poll/survey past attendees on holding the conference during a set week each year.

- Emphasize that this is for 2021 and onward.

Steve – Modify the contract verbiage for cancelling the conference, e.g. set cases for cancelling in general to pandemics and state emergencies.

**Website:**

- Interest polls have been added to the agenda portion –
  - Areas of interest to note –
    - SQL server stuff
- Will update the Maps & Apps contest.

**Action Items:**

None.

### **Agenda & speaker coordination:**

- Report on abstract submittals –
  - 56 total abstracts received –
    - 24 : Standard 20 minute presentations
    - 5: Lightning talks
    - 6: Technical Sessions
    - 3: Hands on Workshops (does NOT include TeachMeGIS or Esri)
    - 18: SIG...
      - 6: LiDAR SIG
      - 2: Natural Resources SIG
      - 7: NG911 SIG – **note** that Brian Bond's abstract is in there twice
      - 3: UAS SIG
  - SIG's will be submitting more presentations.
  - Based on what was received, do we have enough content to fill out the agenda time slots?
    - 6 Technical sessions, so it looks like we have lots of unused slots left.
    - Jami will begin looking at this.
    - Are we providing too much content, to the point that folks will have to tough time deciding?
      - Recording may alleviate this.
- Presentation recording –
  - **Form sub-group to explore all options –**
    - Amount of content, in terms of storage requirements, and access during the conference.
    - Look at bringing in popular presentations from other conferences, e.g. Esri, URISA Pro.
      - Contact the presenter to see if they would present at AGIC.
    - Pre-record.
    - Record live.
    - Sub-group members = Jenna, Steve, Jami, Shea, Jeff, Robert, Troy, James
  - Get folks to pre-record as much as possible?
    - Concern about logistics –
      - Volunteer resources for handling all of this –
        - Need more volunteers, beyond the core.
      - Folks getting their presentations in on time.
      - Where we store and access the videos?
        - Large files.

- We have unlimited space on the conference website, but not sure how access would work during the conference.
    - What assistance would we need to provide?
    - Could we use a commercial/open source platform?
  - Esri logistics –
    - Had to review them to ensure that the recordings are good.
    - Was not as easy as it sounds.
  - If we recorded live, there are logistics involved in that as well.
- Guidelines from Esri –
  - Presentations will be pre-recorded at a maximum length of 20 minutes.
  - You may use the recording platform of your choice, as long as it fits the below requirements –
    - Video format .mp4
    - Resolution 1080p HD (1920 x 1080)
    - Encoding h.264
    - Framerates per Second Up to, but no more than 30 FPS (recommend as close to 30 as possible)
  - Presentation slides should be set to 16:9 format.
  - If you would prefer to do a StoryMap, you may provide a published StoryMap link.
  - Recommend you provide a call to action or a link to how best to reach you for follow up after the conference to the end of your presentation.
- UGIC is using Esri's guidelines.
- Hands-on workshop charging –
  - What would the cost be?
  - Assuming that we would use the meeting planners to collect the monies?
    - From previous discussion, we were going to leave it up to the “hosts” to handle the workshop charges.
    - This will be addressed by the sub-group.
  - Put to the Council for approval.
- Hands-on training –
  - Did we get an abstract submittal from All Points GIS?
  - What about TeachMeGIS?
  - Esri?
  - Nail down the details in the sub-group, and determine if we need additional classes from others, beyond TeachMeGIS and Esri.

### **Action Items:**

Jenna – Explore size limitations for recording presentations.

Steve – Include charging cost for hands-on workshop for the Aug. 6 Council meeting.

**Exhibitor/sponsor participation:**

- Discuss survey results –
  - 13 yes
  - Name/logo on website
  - 10-minutes presentation
  - T-shirt logo
  - Raffle donations
  - Promo video

**Action Items:**

Jen – Form a sub-group to address sponsors –

- Perks.
- Charges (flat rate).

**Materials and mail-outs:**

- No discussion.

**Action Items:**

None.

**Registration:**

- Add to registration page –
  - Type of group that they work for.
  - Job title/role.

**Action Items:**

Teresa – Form a sub-group to draft the registration details.

Jami – Add the two categories above to the registration form.

**Maps & Apps Challenge:**

- What will we use for voting?
  - We will use the website.
  - The plug-in has been improved, e.g. to ensure single-voting.
- When will the Challenge open –
  - Typically 2 months ahead of time.
- As folks run across good candidate apps, invite the authors to submit an entry.
- Lightning round?

- Consider nixing for this year.
- Encourage attendees to review the entries ahead of time.

**Action Items:**

None.

**Awards:**

- Call for volunteers of the year.
- Discuss logistics for –
  - Lifetime achievement.
  - Significant achievement.
  - Put out a call for nominations.
  - AGIC officers choose both.
- We will do plaques, and send to the winners.

**Action items:**

Jami – Open call for volunteers/lifetime achievement/significant achievement.

**Printing:**

- No discussion.

**Action items:**

None.

**Computer labs:**

- No discussion.

**Action items:**

None.

**Conference program:**

- Discuss online interface options –
  - Based on how the website is set up, we do not need a hardcopy/PDF program.

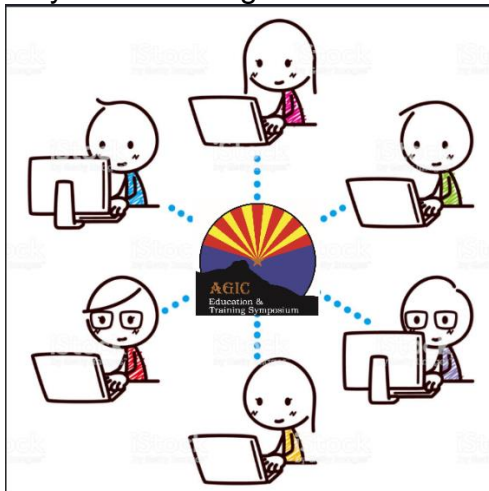
**Action items:**

None.

**T-shirts:**

- Logo feedback –

- We can either do a new one to reflect the online nature of the event or we could still use the state flag motif and modify it so it's not Prescott-specific.
- How about eliminating Prescott and/or substituting Virtual Arizona or Virtually Arizona.
- I was thinking a nod to the cause of our virtual conference might be in order. Something about the integral part mapping played in the understanding of the unfolding pandemic.
- I know that we had a lot of effort put into this one. But I think that we should have a new one designed. I think that one that makes a play on it being a virtual conference would sell a lot more shirts.
- Just take out the Prescott reference.
- Maybe something more like this? –



- I think that we are "virtually" in Prescott so I vote to leave it AS IS
- Meeting notes –
  - Utilize the existing logo, and add some sort of virtual flavor to it
    - Change up "Prescott" to something like "Prescott, wish we were here"
    - Provide other ideas to Jami

- Vendors –
  - <https://www.cafepress.com/>

### **Action items:**

Jami – Lead effort on the logo changes.

??? – Develop the logistics for the t-shirt creation and acquisition by attendees.

**Attendee Packet:**

- What would be included in a virtual packet?
  - Keep thinking about this

**Action Items:**

All – Think about what could be included in a virtual attendee packet, and send ideas to Steve, Jenna, Shea, and/or Jami.

**Social Events:**

- Networking options –
  - Esri options –
    - One-on-one, or one-on-team interaction on technical stuff.
    - Virtual 5K run.
    - Trivia, which had to be shut down due to trolls.
- Discuss break activities –
  - Esri experiences –
    - Yoga during breaks.
  - We plan use the Yoga instructor from the LiDAR symposium.

**Action Items:**

- ??? – Come up with ideas for social networking events –
- General topic breakout rooms, in a social setting.
  - General social sessions.

**General:**

- A code of conduct needs to be developed, and we should look for existing examples.

**Action Items:**

??? – Lead the effort to develop a code of conduct.